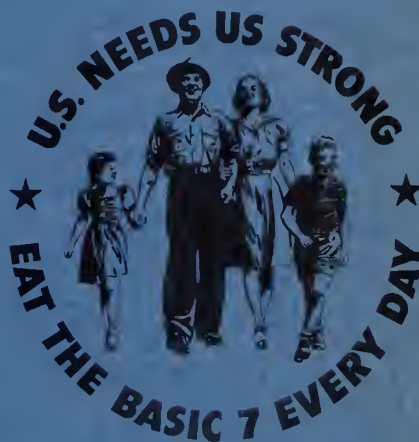


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HANDBOOK for local Nutrition Committees



War Food Administration
Office of Distribution
Nutrition Programs Branch

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INTRODUCTION

The major objective of the Nation-wide nutrition program is to help improve and maintain the health and well-being of the people of this country by making available to them authentic information about the amounts and kinds of food they should eat every day and to arouse in them a desire to put that knowledge into practice.

What is called "the newer knowledge of nutrition" has had its greatest period of development since World War I. With the advent of World War II great impetus was given the need to put this scientific knowledge into practice. Individual well-being is as necessary for civilians as for members of the armed forces.

As early as September 1940, various agencies and individuals realized the need to strengthen and expand existing nutrition programs and began to mobilize their potential forces to accomplish that end. It was with this purpose in mind, the State and local nutrition committees began to be generally organized. The nucleus of these committees were representatives of various State and local organizations and agencies having as part of their regular program or official responsibility activities in the field of food and nutrition. Their idea was that through coordination of their efforts they would avoid duplication and could carry on a more effective community-wide program.

The National Nutrition Conference for Defense held in 1941 participated in by scientists in the field of nutrition, health, and education, by home economists and representatives of the national, civic, and service organizations, as well as the food industry, gave increased impetus to the expanding nutrition program in State and local communities under the leadership of nutrition coordinating committees.

The pattern of coordination was followed in Washington in setting up the National Nutrition Coordinating Committee. This committee was made up of representatives from Federal, semi-Federal and public agencies interested in food and nutrition. Serving as a central group for stimulating and coordinating activities and planning together to reach groups not being reached are chief functions of nutrition committees everywhere.

In carrying out its coordinating function, the local nutrition committee serves:

- (1) as a local clearing house for proposed nutrition activities of the agencies represented, in order to avoid duplication,
- (2) as a group of agencies and organizations to assist each other in promoting their individual undertakings, and in pooling their information, resources, and facilities for the purpose of initiating work that still needs to be done to reach all people in the community.

Nutrition committees can make a practical, valuable, and important contribution to the goals set for the national nutrition program which are as follows:

To make available to everybody the basic knowledge of good nutrition in simple terms,-

To interest people in putting such knowledge into practice and then to show them how to do it,-

To encourage those who have the facilities to produce a variety of nutritious foods,-

To support through group action any practical measures which will make available to everybody the amounts and kinds of food considered necessary for good health and general well-being.

This handbook has been compiled from suggestions made at the Regional Conferences of State Nutrition Committee Chairmen and from members of the National Nutrition Planning Committee and the staff of the Nutrition Programs Branch. It is submitted for your use in the hope that it will be helpful in organizing and mobilizing the resources of your communities to meet specific local nutrition needs - thereby "making America strong by making Americans stronger."

I. FACTS TO CONSIDER IN PLANNING A NUTRITION PROGRAM

Interest

Too many people have an indifferent "I don't care" attitude toward the importance of food to health.

Knowledge

Many families in the United States are not getting the foods they need because of lack of information about food and nutrition.

Income

A high income does not necessarily insure an adequate diet but low incomes are responsible for much malnutrition.

Food Habits

Certain dietary patterns exist in certain parts of the United States, and often follow family food habits handed down from generation to generation. Some food habits are satisfactory, others need to be supplemented.

Availability of Foods

Food supplies are influenced by geographic conditions such as climate, elements in the soil, the agricultural labor supply, and by distribution facilities.

Special Food Needs

Certain groups, such as growing children and nursing mothers, have special food needs.

Foods Not Obtainable

Many people who eat away from home are unable to obtain properly prepared or the right kind of food.

Buying Difficulties

Many women who are now working long and varied hours in plants and offices far away from where they live have great difficulty in buying the right kind of food.

Food Selection, Preparation, and Cooking

Many people are uninformed about the proper selection, preparation, and cooking of food to obtain and retain its highest nutritive value.

II. STUDYING COMMUNITY NUTRITION NEEDS

The nutritional needs of communities may be discovered in various ways. Many of them are common knowledge, others are not so evident. Some may be discovered

- by observation,
- through group discussion,
- by pooling information and experience,
- by information obtained through professional sources,
- by special studies or surveys.

A committee does not have to know all the needs of its community before setting up goals and planning a program. Such questions as the following may offer some suggestions which will help to discover local needs. They are to be looked upon merely as ideas and should not be followed unless they apply to the community.

Is the food supply adequate for good nutrition from the standpoint of the Basic 7 food groups and the season of the year?

Are the families who can do so, raising their own food? Are they conserving it? Are they using it?

What signs of poor nutrition have been discovered through medical examinations?

Do school children have the opportunity to eat a satisfactory lunch?

Are enriched flour and bread and restored cereals in common use? And do housewives understand their nutritive value?

Are there special food problems created in overcrowded areas, isolated areas, among families where the homemaker is employed, etc.?

Are the family incomes sufficient to provide an adequate diet?

Are educational materials adapted to the income and educational level of the community?

Are proper methods of food preparation generally followed?

Although the preceding questions refer to the nutritional status of the community and to the local food situation, the following questions also should be considered.

What agencies and organizations concerned with nutrition are active in the community? How does each work?

What agencies and organizations have the facilities for helping do the job?

What part of the job is each agency best equipped to handle?

Where are the gaps in a sound nutrition program - what can the committees do to fill them?

III. NUTRITION COMMITTEE ORGANIZATION

Good organization is fundamental to Nutrition Committee work. The plan of organization may vary according to the work to be done and the resources available for doing it, but in general the following has proved effective.

Committees whose membership is representative of all agencies, organizations, and groups interested in food and nutrition have been able to coordinate activities effectively. Such committees may be large, but a smaller body may be appointed to act as an executive or planning committee with planning and policy making responsibilities. County and urban committees may follow this general pattern of organization but in very small rural communities one key person may have to carry on the nutrition activities in the locality. These key persons should be members of the county nutrition committee.

Constitution, by-laws, or standing rules

Committees generally find that the adoption of a constitution, by-laws, or articles of agreement make for orderly and democratic procedure. (See simple outline in Appendix)

Membership of Committees

Since the main function of nutrition committees is coordination of all interests, committees have chosen their membership from representatives of the following agencies and groups:

Education	Religious	Youth	Labor
Health	Business	Professional	Racial
Welfare	Civic	Fraternal	Press and Radio

Budget and Finance

A committee may find it easier to carry out its program more efficiently if it adopts a budget and finance plan at the beginning of each fiscal year. Although expenditures may be relatively small some provision must be made for securing the money to cover such budgetary items as postage, stationary, mimeographing, etc. The following are some of the ways which have been used.

1. Contribution of office facilities, materials and money from cooperating agencies.
2. Contributions from Community Chests.
3. Funds received from appropriations made by County Supervisors.
4. Registration fees to Institutes and Workshops.

IV. NUTRITION COMMITTEES AT WORK

The work of the nutrition committees is successful only to the degree to which they succeed in getting all agencies to work together as a coordinated group. Of first importance is the support which committees may give to the nutrition activities of each agency. The nutrition committees may also plan programs which will "fill in the gaps" by supplementing existing programs or by adopting new ones which do not duplicate those of any individual agency.

Although the following suggestions lie mainly in the category of food and nutrition education, nutrition committees also have the opportunity to organize certain activities which will result in people being better fed. They may mobilize support for school lunches best suited to community conditions, for food preservation centers, for adequate standards of public assistance, and for improved food services in public and private institutions.

It is realized that each committee will not include in its program all of the following suggestions but only those which will best fit the need for a coordinated program in a given community.

Through Community Groups

Organizations usually plan their yearly program in advance. They may be approached with the suggestions that at least one meeting of the year be given over to the subject of food and nutrition. When luncheon and dinner meetings are held arrangements might be made to feature special menus including the Basic 7 or home-grown food.

Prepare a suggested list of projects which various organized groups might sponsor.

Work with leaders of youth groups to suggest ways in which they can participate in the over-all food and nutrition program.

Get in touch with different cultural groups to discuss common problems and ways to meet them.

Work with local groups who serve meals in connection with regular meetings or on special occasions to help them plan well-balanced menus and to advise them on proper food preparation.

Through Information Centers

Try to secure space for a desk or a booth in such public places as Public libraries, Offices of Civilian Defense, Community Centers, Court Houses, utility companies, movie foyers, retail food stores and general or department stores. In rural communities where it is not practical to set up booths a neighborhood leader or homemaker might be appointed to receive and give out information to individuals. Questions which are too technical for her to answer could be referred to the nearest local nutrition committee.

Suggested activities for urban centers might be:

To establish consultation service on budgets and meal planning in relation to income and wartime restrictions.

To set up an exchange center for garden produce, recipes, and timely information on available foods.

Arrangements might be made for the use of bulletin boards where posters, announcements of meetings, etc., might be displayed.

Food posters made by school children or local art school might also be displayed.

Through Classes and Demonstrations

Classes in food and nutrition are carried on by many agencies as a part of their regular program. The responsibility of the local nutrition committee is to work with agencies to make sure that all people in the area know when and where the classes or demonstrations are being held. In areas where other agencies are not carrying on these activities local nutrition committees may wish to take on this responsibility.

Suggestions for nutrition committee sponsorship;

Classes for homemakers and youth groups,

Classes for lay leaders,

Classes in nutrition for retail food store employees,

Neighborhood classes to demonstrate good cooking methods, and preservation, care, and storage of foods, etc.,

Informal neighborhood gatherings to discuss simple nutrition facts, current food supply, etc.,

Special classes for business groups (in urban areas).

Through Consultation Service to Local Agencies

If certain local agencies do not have a nutrition service or are not serviced by one of the coordinating agencies, nutrition committees might assume the responsibility for preparing timely nutrition information for their distribution and use through their regular channels.

Participate in food and nutrition campaign plans which include house to house visits by helping to train those who are to do the canvassing.

Participate in informal surveys pertaining to food and nutrition.

Through Newspapers

Visit local editors to obtain their cooperation and try to arrange for a special column dealing with current, local food problems. Such a column to be carried at regular intervals might well feature a "food" or a "recipe" of the week, since studies show that this type of help is popular with homemakers.

Supply "fillers" on food and nutrition to be used when space is available.

Set up a food and nutrition "calendar of events" to be published on the same day and in the same place in the paper at least once a week if possible.

By Radio

Arrange with local radio stations to broadcast spot announcements on timely food information.

If possible arrange for regular radio time for food and nutrition program. This may be in dialogue or narrative form. Feature different members of the local nutrition committee and well-known citizens such as homemakers, high school students, members of youth, etc.

Furnish current information regarding nutrition programs or other pertinent subjects for the use of radio stations which broadcast regular food and nutrition programs.

Through Motion Pictures and Film Slides or Strips

Try to get local sponsorship for "movie shorts" carrying important announcements regarding local food abundances, important meetings, etc.

Arrange with managers of local movie theaters to show special nutrition films when available.

Use motion picture film slides or strips at regular and special meetings.

Through Libraries

Obtain permission to display posters, publications, and special announcements on bulletin boards.

Arrange to make food and nutrition leaflets and bulletins available for distribution in key spots in the library.

Encourage librarians to set up a nutrition shelf or table.

Encourage the establishment of a reference section containing approved books on food and nutrition. Help to promote their use by making known the fact that the books are there.

Encourage libraries to include simple nutrition books in the children's section.

Through Eating Places

Arrange with local restaurant managers to use table tents and menu clips with catchy food slogans. Official nutrition poster or posters made by school children or local art students might also be displayed.

Restaurant managers might be willing to feature menus using plentiful foods, menus using new foods or food alternates. They would be more likely to cooperate if the menus suggested were attractive and could be served within the price range of the restaurant.

By Exhibits

Exhibits are valuable and may be used in various ways such as booths, on tables or bulletin boards, depending upon the importance of the exhibit and the space and facilities available. They may be shown in various key spots such as libraries, movie foyers, church recreation room, special booths at "Fairs", health conferences and clinics, and in local food stores.

Panel posters and pamphlets for distribution make good table exhibits.

Suggestions for booth exhibits with an attendant are:

Meal planning, for all ages and occupations, using the Basic 7 as a guide.

Good breakfast.

School lunch or lunch box for industrial worker.

Dinners - one dish meal, etc.

New food products showing their food value, and proper selection, preparation, and recipe suggestions.

Exhibits which will show foods that are needed to meet prevailing local nutrition deficiencies -- foods that may be grown locally or may be bought at low cost.

In Local Food Stores

Prepare recipes, or sheets and fliers on simple nutrition, or food facts to insert in bags.

Set up a demonstration and information booth and on certain specified days have someone available for consultation.

Prepare special wall placards or posters featuring special foods or food value chart.

Learn what programs are being promoted through stores and correlate your program with them.

V. MEASURING COMMITTEE PROGRESS

A periodic checkup helps committees to measure progress. Perhaps the degree to which the community responds to food and nutrition programs is the best evidence of effective committee work.

The actual work of checking up may be assigned to one or more subcommittees. Their findings should be presented to the entire nutrition committee for discussion and serve as a guide for future planning. The following suggestions may be used in checking progress: (A detailed evaluation sheet which has been used by local committees is found in the appendix)

1. Has the committee followed accepted practices of organization?

Does the committee operate democratically under articles of agreement (constitution) which it has adopted?

Is the membership representative?

How are the officers elected?

Is leadership within the group fully utilized?

Does an Executive Committee assist the chairman in guiding committee activities?

Do members serve on standing or special committees?

Do subcommittees enlist help from various individuals representing special interests with a definite contribution to make? Who are they and what assistance has been given?

Has the committee well-defined objectives?

Is there a definite time and place for meetings?

Are minutes kept which record business transacted and decisions reached?

Do county committees keep State committees informed of their activities?

2. Has the committee strengthened and supplemented the activities of various agencies in the food and nutrition field?

How have the food and nutrition programs of agencies, organizations, and groups been strengthened by the coordination which membership on the committee provides?

What things are they doing together that they could not do alone?

Do agencies and groups understand one another's programs related to food and nutrition?

Is some time devoted at meetings to discuss developments and progress in the food and nutrition programs of the various agencies?

Is there planning of ways in which the committees might help or supplement these programs?

How does the committee provide guidance and help for food and nutrition talks? Classes? Demonstrations? Displays and exhibits?

3. Has the committee made its influence felt in the community as a whole?

What evidence is there that the community knows there is a nutrition committee?

How has the nutrition committee discovered and met such needs as assistance with school lunch? Food buying? Food preparation? Gardens? Food Preservation? Community meals?

A P P E N D I X

Items 1-2 have been based on procedures recommended by "Roberts Rules of Order" and "How to Organize and Conduct a Meeting" by Henry and Seeley.

Items 3-8 have been included in response to requests for organization guides and other materials which are in current use by State and local committees. They have not been changed in any way.

Item I

SKELETON OUTLINE FOR SETTING UP A CONSTITUTION OR ARTICLES OF AGREEMENT.

Article I. Name and Purpose or Objective

Section 1. Name

Section 2. Purpose

Article II. Membership

Section 1. Organizations, institutions, agencies and groups to be included.

Section 2. Provision for changes in membership.

Article III. Officers and Executive of Planning Committee

Section 1. Officers

Section 2. Term of office

Section 3. Executive of planning committee

Article IV. Standing Committees

a. Program

c. Public Relations and Public Education

b. Finance

d. Survey or fact-finding

Article V. Special or Subcommittees

Article VI. Meetings

Article VII. Elections

Article VIII. Amendments

Item II

SUGGESTED ORDER OF BUSINESS FOR COMMITTEE MEETINGS.

Meeting opened by chairman or vice-chairman.

Roll call by secretary.

Minutes read by secretary.

Adoption of minutes.

Unfinished business, if any.

Reports of standing committees.

Reports of special committees.

Discussion follows each report and vote is taken to accept or reject recommended actions.

New business.

Special announcements.

Vote to adjourn.

Item III.

SUGGESTED COUNTY NUTRITION COMMITTEE GOVERNING POLICIES

In use by a Midwestern State.

I. NAME

_____ County Nutrition Committee

II. PURPOSE

The purposes of the _____ County Nutrition Committee are:

1. To present the War Food Situation to the people in the country and to help them understand this problem.
2. To improve or maintain the nutritional well-being of the people in _____ county.
3. To coordinate the efforts of agencies and organizations in the counties that are interested in food and nutrition problems so that information on these problems will reach every home in _____ County.
4. To analyze the county situation and to plan a program of work that will build toward a continuing activity for better human nutrition.
5. To cooperate with the State Nutrition Committee in carrying out the State and National nutrition program.

III. MEMBERSHIP

The membership of the _____ County committee might be made up of representatives of county agencies and organizations and of local professional, fraternal, school, church, civic and social organizations, that can assist in promoting a food and nutrition program subject to the approval of the Executive Committee of the county nutrition committee.

It is suggested the chairmen of the various agencies and organizations be contacted to name a representative to serve for a period of one or two years on the county committee.

Loss of membership may be considered by the executive committee for any member who does not attend _____ successive meetings.

IV. ORGANIZATION

A. Officers -- election

1. There shall be the following officers: chairman, vice-chairman and secretary-treasurer.
2. The officers shall be elected annually, the election shall be held in the fall (_____)

B. Duties

The officers' duties shall be those recognized according to parliamentary procedure.

C. Executive Committee

1. The executive committee shall consist of the three officers and two additional members or of the three officers and the chairman of the standing committees.
2. The purpose of the executive committee is to guide and coordinate the activities of the County Nutrition Committee.
3. The executive committee shall meet regularly on the _____ of every _____ and additionally on call.

D. Standing Committees

The subcommittees named to carry on the county program of work shall be known as the standing committees.

E. Meetings of the County Committee

Meetings may be called by the chairman or at the request of the executive committee. There shall be at least _____ meetings of the county nutrition committee per year.

F. Quorum

_____ members shall constitute a quorum.

V. PROGRAM OF WORK

The program of work shall be planned by the county nutrition committee and consideration shall be given to the program of work of the State nutrition committee.

The program of the _____ County Nutrition Committee shall be carried out in the county and local communities through the county committee or through subcommittees of the county nutrition committee.

Nutrition Speakers:

To locate qualified speakers for nutrition talks to schools, clubs, church and other interested groups.

Nutrition Information for Public Eating Places:

Chairman

To encourage the use of nutrition guide cards and posters in hotels, cafes, restaurants, boarding houses, etc.

Gardening and Food Conservation:

Chairman

To promote victory gardens and food conservation; to organize canning centers where practicable and to encourage the testing of all pressure cooker gauges.

Library Shelf:

Chairman

To assemble nutrition information (books, magazines, etc.) for public library reading rooms. (adult and children.)

Item V.

MONTHLY REPORT

COUNTY NUTRITION COMMITTEE

Form used by a Midwestern State

1. COUNTY _____ DATE _____ COMMITTEE CHAIRMAN _____

2. COMMITTEE MEMBERS:

NAME:TOWN REPRESENTED

1. _____

2. _____

3. _____

4. _____

3. DO YOU HAVE A SET TIME FOR NUTRITION COMMITTEE MEETINGS? _____

4. IF NOT, IS IT POSSIBLE TO ARRANGE FOR A DEFINITE DAY EACH MONTH FOR A MEETING OF YOUR COMMITTEE? _____

5. CHECK THE FOLLOWING LIST TO SHOW THE AGENCIES THROUGH WHICH YOUR COMMITTEE HAS WORKED FOR PROMOTING NUTRITION ACTIVITIES DURING THE PAST MONTH:

COUNTY EXTENSION OFFICE _____
 NEWS BULLETIN _____
 HOMEMAKER'S CLUBS _____
 4H CLUBS _____
 NEIGHBORHOOD LEADERS _____

SCHOOLS _____
 P. T. A. _____
 CHURCHES _____
 LADIES AID _____
 MEN'S GROUPS _____
 YOUTH GROUPS _____

NEWSPAPERS _____
 BUSINESS ORGANIZATIONS _____
 (PLEASE SPECIFY BELOW)

OTHER ORGANIZATIONS _____
 GIRL SCOUTS _____
 CAMP FIRE GIRLS _____
 WOMEN'S CLUBS _____
 AMERICAN LEGION _____
 OR AUXILIARY _____
 KIWANIS CLUB _____
 LION'S CLUB _____
 ROTARY _____
 CHAMBER OF COMMERCE _____
 OTHERS _____

6. CHECK BELOW THE INDIVIDUALS WHO YOU HAVE CONTACTED FOR AID IN PROMOTING NUTRITION ACTIVITIES IN YOUR COUNTY THIS MONTH:

County Superintendent of Schools_____	Doctors or
County Extension Agent_____	Dentists_____
Associate County Agent_____	Welfare Workers_____
Emergency Assistant in Food Production_____	City School
and Preservation_____	Superintendents_____
Home Economics Teacher_____	Grocers_____
County Nurse_____	Restaurant Owners_____
F.S.A. Home Management Supervisor_____	
Others_____	

7. LIST AND BRIEFLY EXPLAIN THE NUTRITION ACTIVITIES THAT YOU HAVE SPONSORED DURING THE PAST MONTH:

8. OF WHAT ASSISTANCE CAN THE STATE NUTRITION COMMITTEE OR THE EXECUTIVE SECRETARY BE TO YOU DURING THE COMING MONTH?

Item VI.

COUNTY OR COMMUNITY FOOD AND NUTRITION SITUATION

In use by a large Eastern State

Suggested Questions for Discussion

1. Are most of the families with whom you work adequately fed? _____
Do they get the most for the money they spend? _____
2. If not, is this because the income is inadequate? _____ Is it
because of lack of knowledge? _____ Or is it because of the
wrong attitude or prejudice? _____
3. Is there a good deal of poor nutrition in the community? _____
How do you judge this? _____
School health examinations _____ Preschool clinic _____
Opinion of adult group _____ Family problems _____
Others _____
4. What is being done to help homemakers improve the selection
of food for family meals?
5. Are there others than low-income groups which are not well-fed
(qualitatively speaking?) _____
6. Is information on food selection and meal planning available
to all who need this help? _____ Homemakers, low-income
group _____ Middle and upper income groups _____
Prenatal cases _____ School boys and girls _____
Business men and women _____
7. Are Federal surplus commodities distributed and are they
well used? _____

8. Is a school lunch served? _____ To all children? _____
 To part? _____ Should there be more or should they be improved?
 Are surplus commodities used in school lunches? _____
9. Can the low-income family find nutritive low cost foods
 at their neighborhood stores?
10. Are perishable foods properly safeguarded?
11. Is milk pasteurized and adequately protected?
12. Is there any attempt to provide milk at a lower price
 for welfare or low-income families? _____
13. Do many families have a home garden? _____
14. Do most rural families raise their own food? _____ Should they? _____
 All _____ Part _____
15. Is there need for more teaching of food preservation?
16. Are local surpluses used or do they go to waste during the
 harvest season?
17. Which problem or problems revealed by the discussion should
 be selected for cooperative action?
18. Which agencies are working on problems?
 What type of work is being done?
 Are all groups of homemakers reached who need help on this
 problem?
19. What help is needed from the state committee? _____
 From the county committee? _____

Item VII.

FOOD HABIT SURVEY

Used by a Southwestern State

TO THE TEACHER:

In teaching correct food habits in your classes, it occurred to us that you would be interested in knowing just what the main dietary needs of the children in your school are.

The enclosed material has been prepared as an aid to you in finding out these facts. Forms 1 and 2 are to be filled out by all the children in the eighth grade in your school without any preliminary discussion regarding food habits. In order that the information be as accurate as possible, we suggest that you stress to your class (1) that no names are requested, and (2) that the picture as a whole is what the class will discuss.

The summary sheets are then checked according to the information given on the forms 1 and 2. If you prefer you may send the forms 1 and 2 to us and we will summarize them for you and send you a copy for your class.

In order that the County Nutrition Committee may develop a summary for the county as a whole, will you send us either the filled out forms 1 and 2 or the summaries for your class? We are anxious to develop a food habit picture for this county and will let you know the results shown by all eighth grade students as soon as this material is available.

_____ County Nutrition Committee

Chairman _____

Address _____

or

(for teachers of third class districts)

County Superintendent of Schools

Name _____

Address _____

In order that a county nutrition committee may be able to develop a program based upon the EXISTING SITUATION within their county, it is suggested that that committee might follow a plan involving the following three steps:

- I. WHAT IS THE SITUATION IN REGARD TO FOOD HABITS AND PRACTICES IN THIS COUNTY?
- II. WHAT NUTRITION ACTIVITIES ARE NOW BEING CARRIED BY THE VARIOUS ORGANIZATIONS, AGENCIES AND GROUPS IN THE COUNTY?
- III. WHAT NUTRITION PROJECTS NEEDING SPECIAL EMPHASIS SHOULD THE COUNTY NUTRITION COMMITTEES PROMOTE AND WHAT ACTIVITIES WOULD BEST DEVELOP SUCH A PROGRAM?

#####

As assistance to county nutrition committees the following guides have been worked out dealing with the above three steps.

- I. WHAT IS THE SITUATION IN REGARD TO FOOD HABITS AND PRACTICES IN THIS COUNTY?
 - a. Forms such as No. 1 and No. 2 attached might be distributed to all schools in the county. In order to have a true sampling of the county it is suggested that the evaluation be conducted in all eighth grades of the county through the county superintendent and local school administrations.
In this way information will be obtained from both rural and urban schools and will represent all economic levels, minority groups, etc. The State Department of Education heartily endorses this suggestion as it would serve as an excellent means of introducing the teaching of food habits and practices in the school system. The children could also do summaries for their school which would eliminate considerable work and serve as an excellent teaching aid.
 - b. Such forms could also be used in adult club groups as a basis for developing a nutrition program. It would, however, be difficult to judge the true county picture through such groups because the so-called "unreached group" that do not belong to clubs would not be contacted.
 - c. Certain communities in the county might be selected for spot checks; either through the school system, organized club groups or house to house contacts.

"FOOD EATEN DURING A DAY".

1. For
- breakfast
- this morning I ate (or drank):

Kind of Food	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. For
- lunch
- today (or yesterday) I ate (or drank):

Kind of Food	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. For
- supper
- last night I ate (or drank):

Kind of Food	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 4.
- Between Meals
- yesterday I ate (or drank):

Kind of Food	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FORM NO. 2

GARDENING AND FOOD PRESERVATION INFORMATION

1. What vegetables did you raise in your garden this year?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. What vegetables did your mother can, freeze or dry last year?

Vegetable	No. quarts	Vegetable	No. quarts	Total amount canned, frozen or dried.
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

3. Approximately what vegetables did your mother store last year?

Vegetables	Pounds	vegetable	Pounds	Total amount stored (Pounds)
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

4. What fruits did your mother can, freeze or dry last year?

Fruit	No. Quarts	Fruit	No. Quarts	Total amount canned, frozen or dried
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

5. How many are there in your family?

Sample summary of "FOODS EATEN DURING A DAY"
(Taken from Forms No. 1)

School or Club _____

Total number of individuals
included in summary.

Post Office _____

FOOD GROUPS	Number of Individuals Eating from Each Group	Total Number.
Group I. Green and yellow vegetables		
Group II. Oranges, tomatoes, grapefruit		
Group III. Other fruits and vegetables (potatoes)		
Group IV. Milk and milk products		
Group V. Meat, poultry, fish, eggs		
Group VI. Bread flour, cereals		
Group VII. Butter & fortified margarine		

*For list of additional foods included in each of the food groups see

"National Nutrition Wartime Guide".

(Taken from Forms No. 2).

Post Office _____

Totals	
AMOUNT PER PERSON	

Total number raising gardens_____ . Percentage_____ .

COUNTY SITUATION

(Suggested summary form for County Nutrition Committees).

1. What percentage of individuals who checked meals ate foods from

Group I _____%

Group V _____%

Group II _____%

Group VI _____%

Group III _____%

Group VIII _____%

Group IV _____%

2. What is the average number of quarts of vegetables canned, dried or frozen per family member?
3. What is the average number of quarts of fruit canned, dried or frozen per family member?
4. What is the average number of pounds of potatoes stored?
5. What is the average number of pounds of other vegetables stored?
6. How many families had gardens? _____ Percent of families? _____.
7. What is the average size of family? _____.

(The following information may be obtained through the County Superintendent of Schools.)

8. What are the total number of children attending school in this county?
9. How many of these children eat a well balanced hot lunch at school?
10. How many hot school lunch projects are there in the county?

II. WHAT AND WHERE ARE NUTRITION ACTIVITIES NOW BEING CARRIED BY THE VARIOUS ORGANIZATIONS, AGENCIES AND GROUPS IN THE COUNTY?

1. List organizations in the county which include nutrition activities on their program.

2. Use some form, such as the one attached, to acquaint your committee with what and where nutrition activities are being carried by the above organizations.
3. On a map of the county, designate in some manner (stars, colored pins,) where the various kinds of nutrition activities are being carried.

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III. WHAT NUTRITION PROJECTS NEEDING SPECIAL EMPHASIS SHOULD THE COUNTY NUTRITION COMMITTEE PROMOTE AND WHAT ACTIVITIES WOULD BEST DEVELOP SUCH A PROGRAM?

In other words,

WHAT SHALL WE DO?

1. What are our main problems?
2. Who is not now being reached?
3. What can we do about each of the above?

NUTRITION PROJECTS CARRIED IN COUNTY

Organization _____ Date _____

Project _____

Coverage (Portion of county and sex and age groups contacted.)

How Nutrition Committee could assist.

	Activities & methods used in carrying project	Material used in developing activities	Personnel		Comments
			paid	voluntary	
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Item VIII.

SUGGESTIONS FOR NEWSPAPER ARTICLES ON NUTRITION

Developed by a large Metropolitan City

1. Express your thoughts in short sentences, and as far as possible, in words of one or two syllables. Most of the people who translate the articles are not experts on foods. Also, some of the foreign language papers print the articles in the English section of the paper, and you can readily understand that the readers cannot take in complicated English.
2. Concrete facts and suggestions are better than generalities. Put yourself in the place of the mother who will be trying to do what you tell her, and give her information that will be of real value.
3. A little sparkle does no harm. Newspaper editors and their readers like articles that entertain as well as instruct. It's much more agreeable for your reader to do her duty, if doing it is going to be fun.
4. Newspaper space is valuable, and editors appreciate avoiding unnecessary words. Some editors have liked the articles because they were "compact."
5. When crowding of late news requires that a newspaper article must be cut, it is always chopped from the bottom up. Plan with this in mind.
6. The article should be one page in length, and double spaced. Economical, practical recipes that illustrate your points will be appreciated by the homemaker, but should be in addition to the one page of text.

USE THIS SPACE FOR SUGGESTIONS:

